



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 452001
SAN DIEGO CA 92145-2001

ABO 7510.1

Inspector

16 APR 1999

AIR BASE ORDER 7510.1

From: Commander
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR FRAUD, WASTE AND MISMANAGEMENT "HOTLINE"

Ref: (a) SECNAVINST 5430.92A
(b) MCO 7510.5A

1. Purpose. To establish a "HOTLINE" for reporting suspected cases of fraud, waste and mismanagement.

2. Cancellation. StaO 7510.2C

3. Background

a. Fraud, waste and mismanagement, such as theft, careless or needless expenditure of government funds, or misuse of government property, are serious matters which increase costs to the government and reduce resources available to support the operating forces.

b. In order to accomplish the assigned task, a direct line of communication must be maintained between responsible officials and concerned individuals within the air station community. The MCAS Miramar Fraud, Waste and Mismanagement "HOTLINE" will provide this direct link by establishing a means by which individuals can report suspected cases of fraud, waste and mismanagement to officials without fear of retribution.

4. Information

a. Definitions. As used in this Order, the following definitions apply:

(1) Concerned Individuals. All U.S. military personnel, retired military personnel, bona fide dependents and civilian employees of the Department of the Navy, including those in nonappropriated fund activities.

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(2) Fraud. Any willful or conscious wrong-doing that adversely affects the government's interests.

(3) Waste. Any extravagant, careless or needless expenditure of government funds or consumption of government property which results from deficient practices.

(4) Mismanagement. Improper acts such as misuse of government property and conflicts of interest.

b. Policy. Information received will be given careful consideration and will be directed to the appropriate officials for investigation. Information submitted in good faith will be reviewed, even if the information and resultant investigation does not lead to an actual case of fraud, waste or mismanagement. Military and civilian personnel matters which are appropriately addressed via the chain of command (i.e., request mast, grievances, etc.) and consumer complaints (i.e., Marine Corps Exchange, Commissary, etc.) should not be submitted to the "HOTLINE."

c. Procedures. The "HOTLINE" is open to all military personnel, civilian employees (including those in nonappropriated fund activities), dependents, retired military personnel and their dependents using the facilities.

d. Instances of suspected fraud, waste and mismanagement may be submitted by the following means:

- (1) By calling the "HOTLINE" telephone number (619) 577-1245.
- (2) By writing to "HOTLINE" c/o Inspector, Code Insepctor, MCAS Miramar, San Diego, CA 92145-2000.

e. Officials will investigate situations reported via the "HOTLINE" to determine if there actually is a case of fraud, waste or mismanagement. Situations reported that are internal to tenant commands will be referred to those commands for appropriate investigation. In order to ensure a thorough investigation, individuals calling/writing about a suspected case of fraud, waste and mismanagement should provide the following information:

(1) What happened. Outline the item, incident event, or procedures which caused the suspicion of fraud, waste or mismanagement.

(2) When the incident occurred or is the cause still an existing situation.

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(3) When the incident occurred or the location where the operation is conducted.

(4) Who are the individual(s) or organization(s) believed to be involved.

(5) How is the case of fraud, waste or mismanagement being conducted.

(6) The original source of the information (i.e., another person, personal observation, etc.)

(7) Identification of informant (name, unit and telephone number) --optional.

c. All information received will be handled in strict confidence. Individuals may remain anonymous, although it is desired that a means be provided by which officials may contact the informant for further information if necessary. All cases will be assigned an identification number. Any individual who reported an incident of suspicious fraud, waste or mismanagement may inquire at a later date, to learn the outcome of the information they submitted.

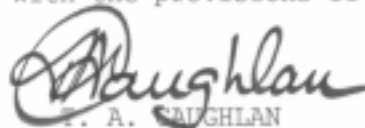
5. Action

a. The Inspector will operate the Fraud, Waste and Mismanagement "HOTLINE" following policies and procedures directed in references (a) and (b).

b. Commanders and department/staff section heads will cooperate fully with investigating officials and render assistance as required during an investigation of reported cases of fraud, waste or mismanagement.

c. Tenant commands are requested to act upon all referred cases of alleged fraud, waste and mismanagement as determined appropriate.

6. Concurrence. The Commanding General, 3d Marine Aircraft Wing, Commanding Officers, Marine Corps Air Station Camp Pendleton, El Toro, Yuma, and Commanding Officers, Marine Aircraft Group 46 and Reserve Support Unit concur with the provisions of this Order.


T. A. DAUGHLAN
Chief of Staff

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PO BOX 452001
SAN DIEGO CA 92145-2001

ABO 7510.1 Ch 1

INSPECTOR

17 JUL 2001

AIR BASE ORDER 7510.1 CH 1

From: Commander
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR FRAUD, WASTE AND
MISMANAGEMENT "HOTLINE"

1. Purpose. To direct pen changes to the basic Order.

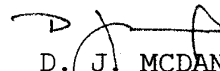
2. Action

a. On page 2, paragraph 4d(1), change "(619)" to read "(858)".
Same paragraph add to the end of the sentence "or Inspector's
Office (858) 577-4805/6932."

b. On page 2, paragraph 4d(2), delete "Code Inspector."

c. On page 3, paragraph 6, delete "El Toro, Commanding
Officers, Marine Aircraft Group 46 and."

3. Filing Instructions. File this Change Transmittal directly
behind the signature page of the basic Order.


D. J. MCDANIEL
Chief of Staff

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